

Program B: Management and Finance

Program Authorization: R.S. 36:406 (A),(B),and (C)

PROGRAM DESCRIPTION

The mission of the Office of Management and Finance is to provide effective support services in an efficient, expeditious and professional manner to all budget units within Public Safety Services.

The goals of the Office of Management and Finance are:

1. Provide, promote and/or accelerate the use of technology to improve efficiency and effectiveness of information and communication services.
2. Improve the quality of Public Safety Services Human Resource assets through training, recognition, development programs, and safety.
3. Initiate and/or streamline management functions to achieve exemplary results in areas of internal operations, cost efficiency, and service delivery.

The Management and Finance Program is composed of the following activities (organizationally expressed as sections): Human Resources Management, Procurement and Materiel Management, Information Services and Communications, Finance, Budget, Internal Audit and Buildings and Grounds.

The Human Resources Management Section provides comprehensive human resources programs for all budget units within Public Safety Services. This includes: personnel records management, position classification, pay administration, recruitment, selection and placement, promotional activities, grievance/disciplinary procedures, performance evaluation, employee orientation and training, employee benefits counseling, affirmative action/equal employment opportunity, supervisory/management counseling, preparing reports and studies, manpower planning, development of personnel policies and procedures, departmental liaison with the Department of State Civil Service, and general employee counseling.

The Procurement and Material Management Section is responsible for directing, planning, and coordinating administrative functions relating to: procurement of all goods, services, materials, and equipment necessary for the statewide operation of the department; inventory and supply management of all goods and materials stored in the central supply warehouse; and the management of all department receiving. The section is also responsible for the physical property inventory and property control management of all department property transactions.

The Information Services and Communications Section provides the data processing functions and communications functions for Public Safety Services. This includes furnishing systems development, programming and hardware operations to service the various users within the Department of Public Safety and Corrections and law enforcement agencies throughout the state. In addition, training in hardware and software areas is provided for all users.

The Finance Section is responsible for all deposits of receipts as well as payment for bills; supplemental payments to municipal police, firemen, constables, and justices of the peace; issuance of payroll checks; and maintenance of records and reporting to local, state, and federal authorities. In addition, the Finance Section has responsibility for the Public Safety Services mail and messenger services provided to all Public Safety Services facilities.

The Budget Section directs, coordinates, and administers budget development, implementation and control.

The Internal Audit Section independently audits the respective budget units which includes the development of the internal audit plan and internal audit program. Activities include audit of financial documents, accounting records, reports, inventories, electronic data processing systems and other financial information relative to verify compliance with established policies, procedures, laws and regulations.

The Building and Grounds Section functions as a support service to the Department of Public Safety by administering all construction, maintenance, and housekeeping activities for the department. These activities include upkeep and renovations to all facilities, relocation and moving offices, and demolition of facilities. Facilities includes two large physical plant locations in Baton Rouge, State Police troop offices, State Police regional offices, the ATAP bombing range, the State Police gun range, the Hazardous Material Training Facility, motor vehicle offices, and the State Fire Marshal offices.

OBJECTIVES AND PERFORMANCE INDICATORS

Unless otherwise indicated, all objectives are to be accomplished during or by the end of FY 2000-2001. Performance indicators are made up of two parts: name and value. The indicator name describes what is being measured. The indicator value is the numeric value or level achieved within a given measurement period. For budgeting purposes, performance indicator values are shown for the prior fiscal year, the current fiscal year, and alternative funding scenarios (continuation budget level and Executive Budget recommendation level) for the ensuing fiscal year (the fiscal year of the budget document).

The success of this program is reflected in the success of the other programs in the Department of Public Safety and Corrections, Public Safety Services. Performance information consistent with this program's strategic plan and with the statewide model for administration/support service programs will be reported next year. For the FY 2000-2001 budget development cycle, the following performance information is reported.

The objectives and performance indicators that appear below are associated with program funding in the Base Executive Budget for FY 2000-01. Specific information on program funding is presented in the financial sections that follow performance tables.

1. (KEY) Through the Support Services activity, to successfully pass 100% of the State Loss Prevention audit.

Strategic Link: The strategic plan for the department is currently being revised. Although no strategic objective related to the State Loss Prevention audit has been formed yet, the strategic plan will address this activity and may be a little more aggressive than the operational objective above.

Explanatory Note: The Office of Risk Management requires state agencies to be audited annually in compliance with the state Loss Prevention Program. Agencies that do not pass 100% of the audit can be assessed a 5% increase in their risk management premiums. Those agencies that pass the audit realize a savings in current year risk management premiums.

Act 11 of the 1998 Special Legislative Session provides that: "Any agency which has undergone a loss prevention audit by the Office of Risk Management and has received certification from the Office of Risk Management as being in compliance with state law and loss prevention standards prescribed by the Office of Risk Management shall receive a credit to be applied to the agency's annual self-insured premium per line of insurance coverage, excluding the coverages for road hazards and medical malpractice, equal to five percent of the agency's total annual self-insured premium paid per line of coverage. An agency which has failed to receive certification after undergoing a loss prevention audit by the Office of Risk Management shall be liable for a penalty of five percent of the agency's total annual self-insured premium paid per line of coverage, excluding the coverages for road hazards and medical malpractice."

| LEVEL | PERFORMANCE INDICATOR NAME | PERFORMANCE INDICATOR VALUES | | | | | |
|-------|--|--|--|---|---|--|---|
| | | YEAREND PERFORMANCE STANDARD FY 1998-99 | ACTUAL YEAREND PERFORMANCE FY 1998-99 | ACT 10 PERFORMANCE STANDARD FY 1999-2000 | EXISTING PERFORMANCE STANDARD FY 1999-2000 | AT CONTINUATION BUDGET LEVEL FY 2000-2001 | AT RECOMMENDED BUDGET LEVEL FY 2000-2001 |
| K | Percentage of State Loss Prevention audit passed | Not applicable ¹ | Not applicable ¹ | Not applicable ¹ | 100% ¹ | 100% | 100% |
| K | Savings departmentwide from successful completion of the State Loss Prevention audit | Not applicable ¹ | Not applicable ¹ | Not applicable ¹ | \$383,974 ¹ | \$383,974 | \$383,974 |

¹ This is a new performance indicator that did not appear under Act 19 of 1998 or Act 10 of 1999 and has no performance standards for FY 1998-99 and FY 1999-00. Since the indicator relates to a new initiative, there are no prior year actual data related to this indicator. The value shown for existing performance standard is an estimate not a standard.

2. (KEY) Through the Internal Audit activity, to increase the number of internal and compliance audits performed by 10% over the FY 1999-00 standard (184) and increase the percentage of deficiencies corrected to 96%.

Strategic Link: This operational objective partially accomplishes Strategic Objective III.4: *To enhance the internal audit function to reduce audit exceptions and to comply with requirements by June 30, 2003.*

| LEVEL | PERFORMANCE INDICATOR NAME | PERFORMANCE INDICATOR VALUES | | | | | |
|-------|--|--|--|---|---|--|---|
| | | YEAREND PERFORMANCE STANDARD FY 1998-1999 | ACTUAL YEAREND PERFORMANCE FY 1998-1999 | ACT 10 PERFORMANCE STANDARD FY 1999-2000 | EXISTING PERFORMANCE STANDARD FY 1999-2000 | AT CONTINUATION BUDGET LEVEL FY 2000-2001 | AT RECOMMENDED BUDGET LEVEL FY 2000-2001 |
| K | Number of internal and compliance audits performed | Not applicable ¹ | 145 | 184 | 184 | 210 | 210 |
| K | Number of deficiencies identified | Not applicable ¹ | 227 | 387 | 387 | 346 | 346 |
| K | Percentage of deficiencies corrected | Not applicable ¹ | 95% | 94% | 94% | 96% | 96% |

¹ This was a new performance indicator for FY 1999-00. It did not appear under Act 19 of 1998 and has no FY 1998-99 performance standard.

RESOURCE ALLOCATION FOR THE PROGRAM

| | ACTUAL 1998-1999 | ACT 10 1999- 2000 | EXISTING 1999- 2000 | CONTINUATION 2000 - 2001 | RECOMMENDED 2000 - 2001 | RECOMMENDED OVER/(UNDER) EXISTING |
|--------------------------------|---------------------|----------------------|------------------------|-----------------------------|----------------------------|---|
| MEANS OF FINANCING: | | | | | | |
| STATE GENERAL FUND (Direct) | \$2,115,824 | \$0 | \$0 | \$447,701 | \$130,633 | \$130,633 |
| STATE GENERAL FUND BY: | | | | | | |
| Interagency Transfers | 6,318,422 | 6,312,432 | 6,312,432 | 6,169,663 | 6,257,987 | (54,445) |
| Fees & Self-gen. Revenues | 20,129,207 | 22,278,713 | 22,393,737 | 22,363,776 | 22,180,783 | (212,954) |
| Statutory Dedications | 2,879,550 | 2,879,550 | 2,879,550 | 2,879,550 | 2,879,550 | 0 |
| Interim Emergency Board | 0 | 0 | 0 | 0 | 0 | 0 |
| FEDERAL FUNDS | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL MEANS OF FINANCING | \$31,443,003 | \$31,470,695 | \$31,585,719 | \$31,860,690 | \$31,448,953 | (\$136,766) |
| EXPENDITURES & REQUEST: | | | | | | |
| Salaries | \$8,531,138 | \$9,094,211 | \$9,120,625 | \$9,375,927 | \$8,825,116 | (\$295,509) |
| Other Compensation | 197,746 | 118,926 | 118,926 | 118,926 | 118,926 | 0 |
| Related Benefits | 1,385,214 | 1,356,787 | 1,356,787 | 1,398,936 | 1,594,335 | 237,548 |
| Total Operating Expenses | 19,858,850 | 19,782,056 | 19,870,666 | 19,975,347 | 19,730,749 | (139,917) |
| Professional Services | 35,400 | 49,500 | 49,500 | 49,500 | 49,500 | 0 |
| Total Other Charges | 1,367,834 | 963,563 | 963,563 | 842,054 | 976,827 | 13,264 |
| Total Acq. & Major Repairs | 66,821 | 105,652 | 105,652 | 100,000 | 153,500 | 47,848 |
| TOTAL EXPENDITURES AND REQUEST | \$31,443,003 | \$31,470,695 | \$31,585,719 | \$31,860,690 | \$31,448,953 | (\$136,766) |
| AUTHORIZED FULL-TIME | | | | | | |
| EQUIVALENTS: Classified | 230 | 228 | 231 | 231 | 222 | (9) |
| Unclassified | 1 | 1 | 1 | 1 | 1 | 0 |
| TOTAL | 231 | 229 | 232 | 232 | 223 | (9) |

SOURCE OF FUNDING

This program is funded with State General Fund, Interagency Transfers, Fees and Self-generated Revenues, and Statutory Dedications. The Interagency Transfers are from the Department of Revenue and other agencies within the Department of Public Safety and Corrections for data processing and various other services provided by the office. The Fees and Self-generated Revenues are derived from the sale of data base information, insurance recovery, law enforcement network charges and fees generated by the Office of Motor Vehicles. The Statutory Dedications are derived from video draw poker and riverboat gaming. (Per R.S. 39:32B.(8), see table below for a listing of expenditures out of each statutory dedicated fund.)

| | ACTUAL | ACT 10 | EXISTING | CONTINUATION | RECOMMENDED | RECOMMENDED |
|-----------------------------------|-------------|-------------|-------------|--------------|-------------|--------------|
| | 1998-1999 | 1999- 2000 | 1999- 2000 | 2000 - 2001 | 2000 - 2001 | OVER/(UNDER) |
| | | | | | | EXISTING |
| Riverboat Gaming Enforcement Fund | \$1,006,423 | \$1,006,423 | \$1,006,423 | \$1,006,423 | \$1,006,423 | \$0 |
| Video Draw Poker Device Fund | \$1,873,127 | \$1,873,127 | \$1,873,127 | \$1,873,127 | \$1,873,127 | \$0 |

ANALYSIS OF RECOMMENDATION

| GENERAL FUND | TOTAL | T.O. | DESCRIPTION |
|-----------------|---------------------|------------|--|
| \$0 | \$31,470,695 | 229 | ACT 10 FISCAL YEAR 1999-2000 |
| | | | BA-7 TRANSACTIONS: |
| \$0 | \$88,610 | 0 | Carry forward of on site project management for mobile communications system; security system, and plumbing services |
| \$0 | \$0 | 2 | Computer positions to continue testing for Y2k readiness |
| \$0 | \$26,414 | 1 | Transfer purchasing position from Legal Program |
| \$0 | \$31,585,719 | 232 | EXISTING OPERATING BUDGET – December 3, 1999 |
| \$0 | \$199,521 | 0 | Annualization of FY 1999-2000 Classified State Employees Merit Increase |
| \$0 | \$109,778 | 0 | Classified State Employees Merit Increases for FY 2000-2001 |
| \$0 | (\$32,360) | 0 | Risk Management Adjustment |
| \$0 | \$150,000 | 0 | Acquisitions & Major Repairs |
| \$0 | (\$105,652) | 0 | Non-Recurring Acquisitions & Major Repairs |
| \$0 | (\$88,610) | 0 | Non-Recurring Carry Forwards |
| \$0 | \$3,226 | 0 | Legislative Auditor Fees |
| \$0 | \$1,062 | 0 | UPS Fees |
| \$0 | (\$21,607) | 0 | Salary Base Adjustment |
| \$0 | (\$662,901) | 0 | Attrition Adjustment |
| (\$1,116) | (\$139,290) | (16) | Personnel Reductions |
| \$0 | \$5,556 | 0 | Civil Service Fees |
| \$0 | (\$50,250) | 0 | Other Adjustments - Reduce IAT revenue from Corrections for data processing services |
| \$0 | \$38,402 | 0 | Other Adjustments - Civil Service training series adjustments |
| \$0 | \$178,403 | 6 | Other Adjustments - Central plant personnel for Independence Complex |
| \$0 | \$10,182 | 0 | Other Adjustments - Software support |
| \$0 | \$43,225 | 1 | Other Adjustments - Transfer property control position from State Police |
| (\$57,803) | (\$57,803) | 0 | Other Adjustments - Reduce printing expenditures |
| \$189,552 | \$189,552 | 0 | Other Adjustments - Retirees group insurance |
| \$0 | \$92,800 | 0 | Other Adjustments - Computer equipment for ISIS/Human Resources/Payroll project |

| | | | |
|------------------|---------------------|------------|--|
| \$130,633 | \$31,448,953 | 223 | TOTAL RECOMMENDED |
| \$0 | \$0 | 0 | LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS |
| \$130,633 | \$31,448,953 | 223 | BASE EXECUTIVE BUDGET FISCAL YEAR 2000-2001 |
| | | | SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON SALES TAX RENEWAL: |
| \$0 | \$0 | 0 | None |
| \$0 | \$0 | 0 | TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON SALES TAX RENEWAL |
| | | | SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE: |
| \$0 | \$0 | 0 | None |
| \$0 | \$0 | 0 | TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE |
| \$130,633 | \$31,448,953 | 223 | GRAND TOTAL RECOMMENDED |

The total means of financing for this program is recommended at 99.6% of the existing operating budget. It represents 82.9% of the total request (\$37,930,018) for this program. The increase in general fund is primarily due to increased funding for retirees group insurance. Other significant adjustments include increased acquisitions funding, increased funding for computer equipment needed for the ISIS project, and an increase due to the transfer of a position from State Police. Significant adjustments requiring reduced funding include the adjustment for the statewide personnel reduction, reduced funding for Corrections data processing, and reduced funding for printing expenses. The change in the table of organization is due to the addition of six operating engineering positions to staff the new power plant at the new PSAF Complex, the transfer of a property control position from State Police, and the statewide personnel reductions.

PROFESSIONAL SERVICES

| | |
|-----------------|-------------------------------------|
| \$49,500 | Consultant fees for data processing |
| \$49,500 | TOTAL PROFESSIONAL SERVICES |

OTHER CHARGES

\$242,122 Legislative auditor expenses
\$325,000 Sale of data base information

\$567,122 SUB-TOTAL OTHER CHARGES

Interagency Transfers:

\$218,561 Transferred to state treasury for central depository banking
\$53,899 Transferred to state police for automotive maintenance
\$2,478 Transferred to Division of Administration Office of Information services
\$100,431 Uniform Payroll System charges
\$34,336 Civil Service/CPTP charges

\$409,705 SUB-TOTAL INTERAGENCY TRANSFERS

\$976,827 TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

\$153,500 Replacement computer equipment and office furniture

\$153,500 TOTAL ACQUISITIONS AND MAJOR REPAIRS